

## Assistant Corporate Secretary – Invest Ontario – Toronto, Canada – Job Ad

### About Us

Invest Ontario is an independent agency dedicated to securing private sector strategic business and capital investments that support economic development, resiliency, and job creation in Ontario.

We are seeking an experienced corporate governance professional to be our Assistant Corporate Secretary. You will provide support and back up to the General Counsel and Corporate Secretary in the scheduling, coordination and facilitation of the activities of the Board of Directors and Committees and assist in the execution of all initiatives promoting good governance related to the Board and its effective functioning.

This is an exciting opportunity to join a young government agency and help shape its Governance Function. At Invest Ontario, you will learn and grow alongside a cohort of talented people from diverse backgrounds and industries. You will work in a collaborative, fast-paced and creative environment where you are encouraged to be your best self and given the opportunity to make a meaningful impact.

You will:

- Provide support to the Corporate Secretary in the planning and administration of all Board related matters in support of Board governance and calendar management.
- Assist in the collection and review of all documentation and materials sent from executive, management and staff to the Board and Board committees; ensure accuracy and quality assurance of all materials prior to distribution to Board members.
- Provide support to the three Committees: Finance Audit and Risk Committee, Human Resources and Governance Committee, Investment Review Committee.
- Assist in the development of Committee workplans and ensuring that Board workplans, minutes and resolutions are monitored and that matters are brought forward on a timely basis.
- Provide support to the Corporate Secretary in his/her role in Board governance and performance, including assisting in the development and revision of Board governance policies and procedures (e.g., code of conduct; conflict of interest; Board and Committee mandates; Committee Terms of Reference; work plans).
- Maintain best corporate governance practices and actively monitor the market for developments to prepare recommendations for presentation to the Board and Board Committees.
- Research and provide information and summaries about past decisions; prepare briefing materials and resolutions for review and consideration by the Corporate Secretary for presentation to the Board and Board Committees.
- Work with the Corporate Secretary in the scheduling and coordination of Board and Board Committee meetings including agenda items, presentation materials, minutes and follow up related to all Board decisions, policies and directions by the Board.
- Work with the Corporate Secretary in the preparation of draft Board and Committee minutes based on the Corporate Secretary's notes and facilitates the minute approval process to completion, approval and signature.
- Plan and coordinate Director orientation and education programs.
- Develop and maintain Board and Committee related databases, procedural guides and document templates.

- Maintain records of Committee composition and skill requirements, ensuring the monitoring of vacancies/term expiration and planning for the appointment processes in compliance with established processes and standards.
- Track Board operating plan expenses and participate in the development of the annual Board budget.
- Assist with developing an effective file management system.

The ideal candidate has/is:

- Knowledge and understanding of the roles and functions of Boards of Directors and their Committees, including all aspects of supporting Board governance (i.e. scheduling, coordination and support).
- Computer proficiency with prior experience working with Board portals (Diligent preferred), an asset.
- Organizational skills to assess, prioritize and manage competing demands in an evolving organization with diverse and important issues.
- Excellent attention to detail and accuracy.
- Highly organized; initiative; good judgment.
- Skilled in working and communicating with senior level executives, using tact, diplomacy and political acuity.
- A strong customer service orientation and a committed team player.
- A post-secondary degree or diploma.
- A Law Clerk, Paralegal or Governance Professional of Canada designation is required
- 5-10 years of related work experience in the private, public or broader public sector working in corporate governance or executive support.
- Previous Assistant Corporate Secretary experience desirable.

This role operates in a standard office environment with regular Full Time working conditions, and certain periods of high demands requiring longer hours. This role also offers hybrid / remote flexibility, with our office located in downtown Toronto. We are proud to be an equal opportunities employer. Invest Ontario is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups / visible minorities, Indigenous people, persons with disabilities, persons with any sexual orientation, and persons of any gender identity or gender expression. To explore this opportunity further please submit your c.v. and cover letter with the Job Title in the subject line to [hr@investontario.ca](mailto:hr@investontario.ca).

Salary band for this position is \$86,600 - \$117,161.

All applications must be received by Thursday, February 23, 2023.